



**COUNTY OF SAN MATEO**  
**Inter-Departmental Correspondence**

County Manager's Office

**DATE:** October 18, 2002

**BOARD MEETING DATE:** October 29, 2002

**TO:** Honorable Board of Supervisors  
**FROM:** John L. Maltbie, County Manager  
**SUBJECT:** Modifications to Countywide Hiring Freeze

**Recommendation**

Approve modifications to Countywide Hiring Freeze.

**Discussion**

During September Final Budget Hearings, the Board extended the Countywide hiring freeze in effect since October 2001. The Board requested modifications to the existing exemption criteria to provide departments more flexibility in delivering essential County services within their approved budgets while managing vacancies to prepare for future budget reductions.

The following modifications to the existing hiring freeze are being recommended:

- Allow use of extra help and temporary agency/registry contracts to temporarily fill vacancies.
- Allow for promotions, transfers and work-out-of-class assignments in vacant positions within the same department as long as other positions are held vacant.
- Allow exemption of positions where an unusually heavy workload situation would result if not filled.
- Exempt positions that directly provide 24-hour/7-day services at the Hospital, adult and juvenile detention facilities, Sheriff patrol, security, emergency services and public safety dispatch. Exemption requests must be submitted for positions that do not provide direct services in these areas.
- Remove positions fully funded by state/federal funding from the "exempt" category and direct departments not to make permanent appointments to these positions.
- Require departments to complete the Hiring Freeze form for all requests to fill positions to ensure that ongoing budget reductions (for those departments that used one-time Reserves) and estimated Fund Balances for next fiscal year are met.

There are currently 446 vacant positions in the County for a vacancy rate of 8.8%. It is anticipated that departments will maintain vacancies for future budget reductions and generate sufficient salary savings to meet Fund Balance estimates for next fiscal year. Efforts will be made to maintain vacancies within classifications shared by multiple County departments and in positions that are significantly funded by state/federal and General Fund.

**Vision Alignment**

The modified hiring freeze keeps the commitment of responsive, effective and collaborative government through goal number 20: Government decisions are based on careful consideration of future impact, rather than temporary relief or immediate gain.